
U.S. District Court Western District of Kentucky

Electronic Case Filing (ECF)



www.kywd.uscourts.gov

 **UNITED STATES DISTRICT COURT**
Western District of Kentucky
Greg N. Stivers, Chief Judge – James J. Vilt, Jr., Clerk of Court

[Court Info](#) | [Judges' Info](#) | [Jury Information](#) | [For Attorneys](#) | [Filing Without an Attorney](#) | [Forms](#) | [E-Filing](#) | [Other Resources](#)

Special Announcements

The United States District Court for the Western District of Kentucky's [Response to the COVID-19 pandemic](#).

Note: At this time, all visitors to all Western District courthouses who are over two years of age must wear a face covering at all times within all public areas of the courthouse, regardless of their vaccination status. This notice will be updated in accordance with any changes in local conditions.

[Instructions for connecting to Sept 10, 2021 final fairness hearing in Thompson Vs Seagle Pizza 3:20CV16](#)

[Case Locator \(PACER\) »](#)

[E-Filing \(CM/ECF\) »](#)

[E-Juror »](#)

[Online Payments for Criminal Debt »](#)

Welcome

Welcome to the official website for the United States District Court for the Western District of Kentucky. Offices are located in Bowling Green, Louisville, Owensboro, and Paducah.

[Directions »](#)



CM/ECF



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- RSS Feed of Recent Filings

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E-Filing

Electronic Case Filing (ECF)

[Continue to ECF Login here](#)

ECF Help Desk

Contact the ECF Helpdesk Line at **(866) 822-8305**
Mon - Fri 8:30AM EST - 6:00PM EST

*On the first Saturday of every month, CM/ECF will be unavailable due to regular system maintenance between 6:00 A.M. - 8:00 A.M. Eastern Time.

How Do I View Restricted Documents?

[Click here for instructions](#)

How Do I Access PACER?

[PACER Service Center](#) (800) 676-6856

For a lost password on a PACER account, please contact the [PACER Service Center](#).

Each court maintains its case information locally. Click here to access the [Western District of Kentucky Document Filing System](#).

If you do not know where the case is filed, use the [PACER Case Locator](#).

Attorney Information



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Courtroom Technology ▾

- Lectern Podium - BG cr2, OW cr2, PAD cr2
- Lectern Podium - LOU cr1
- Document Camera
- Computer Audio/Video Inputs
- Touch Screen
- View Screen
- Translation Equipment

Wireless Internet Access

Criminal Justice Act (CJA) and eVoucher Information and Documentation

Pro Bono Assistance Opportunities for the Western District of Kentucky

Attorney Admission

[Home](#) » [For Attorneys](#)

Attorney Admission

Roster of Admitted Attorneys

Click [here](#) to search the database of attorneys currently admitted to practice in the Western District of Kentucky.

Attorney Admission to Practice

Admission to practice in the Western District of Kentucky is governed by LR 83.1 and LCrR 57.1. To seek admission to the Western District, the following must be submitted to the Court:

1. Application for Admission (either **by Written Motion** or **by Appointment before the Court**);
2. Authorization and Release;
3. Affidavit of sponsorship signed by a member of the bar; and
4. Admission fee of \$218.00.

To expedite your ability to electronically file documents with the Court, please also include a hand-signed ECF Registration form. A CM/ECF login and password will be issued once motion is granted and the Electronic Filing Attorney Registration form is received.

Motions To Appear Pro Hac Vice

Motions to appear *pro hac vice* are governed by See LR 83.2 and LCrR 57.2. Such a motion may be filed traditionally (by paper) or the Motion can be e-filed by an attorney (who is admitted and associated with the case) on behalf of the attorney who is not admitted to the Western District of Kentucky. When seeking to appear *pro hac vice*, the following should be submitted to the Court:

1. **Motion for Admission Pro Hac Vice** (*hand signed*);

Local Rules & Forms



The screenshot displays the official website of the United States District Court for the Western District of Kentucky. The header features the court's seal on the left, the text "UNITED STATES DISTRICT COURT Western District of Kentucky" in the center, and a search bar on the right. Below the header is a navigation menu with links for "Court Info", "Judges' Info", "Jury Information", "For Attorneys", "Filing Without an Attorney", "Forms", "E-Filing", and "Other Resources". The "Local Rules and Orders" page is selected, showing a breadcrumb trail "Home » Court Info" and a list of links: "Local Rules", "All Joint General and General Orders", "Joint General Orders by Year", and "General Orders by Year".

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[Local Rules and Orders](#) ▾

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- [All Joint General and General Orders](#)
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- [General Orders by Year](#)

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Local Rules and Orders

- [Local Rules](#)
- [All Joint General and General Orders](#)
- [Joint General Orders by Year](#)
- [General Orders by Year](#)

General Orders

The screenshot shows the website for the United States District Court, Western District of Kentucky. The header features the court's seal and the text: "UNITED STATES DISTRICT COURT Western District of Kentucky Greg N. Stivers, Chief Judge - James J. Vilt, Jr., Clerk of Court". A search bar is located in the top right corner. Below the header is a navigation menu with the following items: "Court Info", "Judges' Info", "Jury Information", "For Attorneys", "Filing Without an Attorney", "Forms", "E-Filing", and "Other Resources". The "Jury Information" menu item is expanded, showing "Jury FAQ" and "Jury Instructions". The "Local Rules and Orders" menu item is also expanded, showing "Local Rules" and "General Orders By Year". The "General Orders By Year" page is displayed, showing a list of years from 2005 to 2021. The "General Orders by Year" menu item is highlighted in the left sidebar.

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Jury Instructions

Local Rules and Orders

Local Rules

General Orders By Year

All Joint General and General Orders

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Mileage/Per Diem/Witness Fees

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After Hours Filing

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Local Rules and Orders ▾

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- All Joint General and General Orders
- Joint General Orders by Year
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Home » Court Info

Court Locations

[Bowling Green](#) | [Louisville](#) | [Owensboro](#) | [Paducah](#)

Hours of Operation
8:30am to 4:30pm Central Time

Street Address:
241 East Main Street
Bowling Green, KY 42101

[Directions](#)

Mailing Address:
Clerk's Office
241 East Main Street, Suite 120
Bowling Green, KY 42101-2175

Main:	(270) 393-2500
If calling from a prison or other detention facility (we do NOT accept collect calls)	(502) 625-3509
CM/ECF HelpDesk:	(866) 822-8305

Mandatory Electronic Filing and Service

- Pursuant to FRCP 5(d)(3) and FRCrP 49(b)(2), documents shall be filed, signed and verified by electronic means
 - Pursuant to FRCP(b)(3) and FRCrP 49(a)(3), documents shall be served through the court's transmission facilities by electronic means
-

Attorney Admission

- Pursuant to LR 83.1(b) An applicant must provide the Clerk with the following:
 - An Application for Admission
 - An Authorization and Release
 - An affidavit of sponsorship signed by a member of the bar
 - The prescribed fee (\$211.00)
 - A statement identifying the method of ECF training completed
-

ECF Registration

- An attorney must request E-Filing privileges to our Court through their individual PACER account to electronically submit documents
 - By requesting E-Filing privileges, attorneys consent to electronic service of all documents through the court's transmission facilities
 - An email account is required for electronic service of documents
 - Attorneys seeking to file documents electronically must be admitted to practice in the United States District Court for the Western District of Kentucky pursuant to the Joint Local Rules
 - By registering, attorneys certify they are familiar with the administrative procedures governing electronic filing and have a PACER account
-

Signatures on Documents

- Upon completing the Request to E-file, the Court will approve E-Filing privileges.
 - The PACER user login and password serves as the filing user's signature on documents filed with the court.
 - Serves as a signature for the purposes of:
 - Fed. R. Civ. P. 11
 - All other Federal Rules of Civil Procedure
 - Federal Rules of Criminal Procedure
 - Local Rules of the Court
 - Any other purpose for which a signature is required in connection with proceedings before the Court
-

ECF Training

- Web page tutorial
 - ECF training received in another court
 - ECF training provided by an in-house certified trainer
-

ECF User Manual

- The ECF User Manual provides procedures and instructions for using the ECF system
 - A filing user should have a working knowledge of an ECF-compatible web browser and Adobe Acrobat or equivalent software to create and read PDF files
 - Documents prepared with word processing software must be converted into PDF documents
 - A scanner is required to convert paper documents that are not in word processing format to PDF format
 - Use a scanner **ONLY** if you cannot prepare your documents with a word processing software package and convert them to PDF format
-

Maintain Current E-Mail Addresses and Contact Information

- It is your responsibility to maintain a current e-mail address and contact information in your PACER account
 - If you do not maintain a current primary e-mail, you will not receive Court notices
 - The Court strongly encourages you to enter additional (secondary) e-mail addresses, in NextGen, of those individuals you wish to notify concerning ECF activity
 - Your current contact information, e.g., address and telephone number(s) must be maintained in your PACER account
 - The Maintenance tab located in Manage My Account allow to update your contact information with the Court
-

Case Management (CM/ECF)

- Every federal court develops events to select when filing a document
 - Available events are based on the Court's standard operating procedures
 - The official court record is created when a document is filed electronically
 - Selecting the correct event is crucial to the electronic filing process
 - The event selected will create information for the case management reports used by chambers.
-

Payment of Fees

- Any filing fee required in District Court is payable upon filing of the document
 - Filing users will be directed to Department of Treasury site, pay.gov, for collection of credit card information
 - Valid credit card information is required for the payment of fees
 - The receipt of the fee will be indicated in the text of the docket entry
-

Redaction Responsibility

- At the login screen, filing users see this announcement:

Important Notice of Redaction Responsibility: All filers must redact Social Security or taxpayer identification numbers, dates of birth, names of minor children, financial account numbers, and, in criminal cases, home addresses, in compliance with **Fed. R. Civ. P. 5.2** or **Fed. R. Crim. P. 49.1**

- The redaction requirement applies to all documents including attachments.
-

Redaction Responsibility

Redaction Agreement

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:

All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and in criminal cases, home addresses in compliance with [Fed. R. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Prior to a successful login, you must check the box acknowledging you have read the notice.

Redaction Responsibility

- If sensitive information must be included, the following personal identifiers must be partially redacted from the document:
 - **Social Security Numbers** – use only the last four digits
 - **Names of Minor Children** – use only the initials of the child
 - **Dates of Birth** – use only the year
 - **Financial Account Numbers** – use only the last four digits
 - **Street Address in a criminal case** – use only the city and state
 - The Clerk does not review filings for compliance or independently redact or seal noncompliant filings
-

Redaction Responsibility

- To file a document containing personal identifiers which must be included in the record:
 - File an unredacted copy under seal
 - AND**
 - **A redacted copy for the public record**
 - OR**
 - File a reference list under seal
 - The reference list shall contain the complete personal data identifier(s) and the redacted identifier(s) used in its (their) place in the filing
 - All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete identifier
 - The reference list must be filed under seal and may be amended
-

Sealed Document

- A **Sealed Document** is a document or motion filed pursuant to:
 - ❑ A protective order
 - ❑ An order granting leave to file the sealed document or motion, in conjunction with a motion to seal or a previously filed redacted document
 - ❑ Or included within a category of documents considered sealed under a federal statute, federal rule of procedure, local rule or standing order of the court
-

Access to **Sealed Documents**

- Once a **sealed document** or a **sealed motion** is filed in the record, access to the PDF document is electronically accessible only to the Court
 - ❑ Sealed documents are not available electronically or by any other means to the parties, attorneys or the public
 - Upon the filing of a notice of appeal to the Sixth Circuit Court of Appeals, electronic access to sealed documents in the record on appeal will depend upon the policy of the Sixth Circuit
-

Motion for Leave to Seal a Document

- A party seeking to file a **sealed document** shall electronically file a motion for leave to seal prior to filing a **sealed document**
 - A **motion for leave to seal** is not required when the document is:
 - already subject to a protective order, or
 - included within a category of documents considered sealed under a federal statute or federal rule of procedure, local rule or standing order of this court
-

Motion for Leave to Seal a Document

- A **sealed document** **must not be** attached to the motion
 - The **sealed document** **must be** electronically filed separately as a provisionally **sealed document**
 - The **sealed document** stays provisionally sealed until the court rules on the motion to seal
 - A **criminal** motion to seal, any attachments to the motion, and any response or reply thereto, will not be available electronically or by any other means
-

Order to Seal a Document

- When documents are ordered to be placed under seal, the Clerk will officially file the document
 - Unless a document is included within a category of documents considered sealed under a federal statute or rule, a document can only be sealed by an order of the court
 - An agreement of the parties does not allow the Clerk to file a document under seal without a court order
 - The Clerk of Court, or designee, is authorized to strike from the record a sealed document electronically filed in error
-

Service of Sealed Documents

- When a **sealed document** is filed, ECF provides a notice of electronic filing (NEF) to all parties in the case
 - A **sealed document** will not be available electronically to parties, attorneys or the public
 - The filing party must use alternate forms of service to provide any parties entitled to notice with copies of a **sealed document**
-

Sealed Motions in Criminal Cases

- In criminal cases, the **Motion for Leave to Seal a Document** is sealed, as well as any response or reply
 - Documents must be filed electronically using the appropriate event
 - If the correct event is not used, the document is not sealed
-

Ex Parte Motions

- An *ex parte* motion is a motion filed by one party without notice to any other party to the action
 - A party seeking to file an *ex parte* motion shall file such motion electronically
 - Include *ex parte* motion in the caption of the document
 - The correct event must be used to restrict access to the document
-

Ex Parte Motions

- An entry will appear on the docket sheet
 - Parties, attorneys and the public will not have access to the document
 - Parties must ensure an *ex parte* motion is proper in light of the substantive, procedural and ethical rules that apply in the context of the filing
-

Docket Sheet Entries

- When a **sealed document** or an **ex parte motion** is filed, the entry will appear on the public electronic docket sheet
 - A **sealed document** or **ex parte motion** and any attachments are not available electronically or by any other means to the parties, attorneys or the public **when the correct event is selected during the filing process**
-

Motion to Seal a Case

- A party seeking to seal a case shall electronically file a motion to seal
 - A criminal **motion to seal**, any attachments to the motion, and any response or reply thereto, will not be available electronically or by any other means
 - The filing party must use alternative forms of service to provide any parties entitled to notice with a copy of a **sealed document** filed in a criminal case
-

Filing a Document in a Sealed Case

- When a motion to seal a case is granted, the **case** is not available to parties or the public
 - A document filed in a sealed case must be filed on paper in a sealed envelope marked “sealed” citing the style of the case and case number
 - The signature of a sealed document filed in paper must be handwritten
-

Filing a Document in a Sealed Case

- The Clerk of Court may require counsel to accompany the filing of a document in a sealed case with a memory device containing the sealed document in a PDF format
 - Use alternate forms of service to provide any parties entitled to notice with copies of a document filed in a sealed case
 - A motion to unseal a case or obtain a copy of a document in a sealed case may be made on any legal grounds
-

Special Filing Requirements

- The documents listed shall be presented in paper
 - Documents in sealed cases
 - *In camera* documents
 - *Ex parte* documents in sealed cases
 - Documents in sealed Qui Tam cases
 - The clerk may require the document be accompanied by a disk or memory device containing the document in a PDF format
-

Restricted Access (Social Security Appeal cases & Immigration cases)

- Remote electronic access is available **only** to case participants and the court
 - Any other person may have electronic access to the full record at the courthouse, but may have **remote** electronic access only to:
 - ❑ The docket maintained by the court
 - ❑ An opinion, order, judgment, or other disposition of the court, but not any other part of the case file or the administrative record
-

Additional Information



- **Additional information is located on our website at www.kywd.uscourts.gov**
 - **If you have questions about ECF, please contact our Help Desk at **1-866-822-8305** (toll free)**
-